

CLERK OF THE SUPERIOR COURT MARICOPA COUNTY

Customer Service Center
601 West Jackson Street
Phoenix, Arizona 85003

602-37-CLERK (25375)

Instructions for Obtaining a Marriage License by Mail

- Use the following instructions to complete the application and affidavit. **NOTE: If all requested information is not provided on the application and affidavit, we will not be able to issue a marriage license. You will need to either resubmit a fully completed affidavit with application and copies of IDs or make an appointment online to be issued the license in the Office.**
 - Complete the online marriage license application form in **Black ink** only; names on the application **must match exactly** the IDs used to obtain the license; print the application
 - Complete the marriage license affidavit by filling in the following information, using **Black ink** only:
 - Name of first and second applicant in spaces provided; names **must match exactly** as on the application and the ID used
 - Then hit “Select” and choose whether first applicant is groom, bride, or spouse; this will show on your marriage license
 - Then provide name of first applicant in the next two spaces, matching exactly application and ID used
 - Then provide age
 - Then provide address
 - Then provide the same information for the second applicant
 - Then print the affidavit, and sign it (**original signatures are required**)
 - Make photocopies of the front of your valid government photo ID (driver’s license, state ID, passport, etc.) The ID **must have a signature**.
 - Return the application, affidavit and copies of your IDs via email or mail as noted below. Do not fax these documents.
 - Email: cocmlp@cosc.maricopa.gov, or
 - Mail:

Clerk of Court
Attn: CSC-MLP
601 W. Jackson St
Phoenix, AZ 85003

- Once your application is received, we will contact you within 5 business days, between normal business hours (8AM to 5PM, Mon thru Fri), at the phone number you listed on the application. **NOTE:** The call will be coming from a restricted phone number.
- At that time, we will ask for your Social Security numbers, DOB, and payment. We accept Visa, MasterCard and American Express.
- Fees are \$83.00 for the marriage license, and an additional \$37.50 if you want to prepay for a certified copy of the license to be mailed back to you after the license is recorded.
- After receiving payment, the license will be processed and mailed within two business days via USPS First Class mail. A copy of your receipt will be included.
- **NOTE:** The license expires one year from the date issued. All license fees are non-refundable.

Please contact us at the cocmlp@cosc.maricopa.gov email address or 602-372-5375 (press options 5 then 1), if you have any questions.

Visit us at our website: www.clerkofcourt.maricopa.gov